

Foothill Transit

Executive Board February 6, 2009 Strategic Planning Workshop

Minutes

A special meeting of the Foothill Transit Executive Board was held on Friday, February 6, 2009 at the Kellogg House, Cal Poly Pomona.

Call to Order

Chair Delach called the meeting to order at 8:23 a.m. The following members were present, constituting a quorum of the Executive Board:

Peggy Delach, Chair
Michael De La Torre, Vice Chair
Paula Lantz
Roger Chandler

Staff Members and guests present:

Doran Barnes, Executive Director
Kevin McDonald, Deputy Executive Director
Darold Pieper, General Counsel
Ed Gill, Legal Counsel
Lee Millen, Deputy Secretary
Jaime Becerra, Director of Safety and Security
LaShawn Gillespie, Director of Procurement
Richard Hasenohrl, Director of Finance
George Karbowski, Director of Operations and Maintenance
Gary Nehls, Director of Procurement
David Reyno, Director of Government Relations
Linda Somilleda, Director of Marketing and Communications
Peter Stark, Workshop Facilitator, Peter Barron Stark & Associates, Inc.
Christina Lopez, Administrative Services Manager

Public Comment

There was none.

Strategic Planning Workshop

Mr. Stark greeted the attendees and provided opening statements covering the overall emphasis of the workshop (a self-introduction followed). *Mr. Stark* distributed and reviewed the workshop workbook (copy on file).

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Executive Board Members and Staff members penned and discussed their expectations for the workshop, and expressed their thoughts on what it would take to meet those expectations.

Mr. Stark provided the Foothill Transit interview results conducted by Peter Barron Stark & Associates, Inc., regarding areas of concern/improvements needed

The Workshop attendees recessed at 9:30 a.m.
The Workshop was reconvened at 9:45 a.m.

Mr. Stark requested that attendees list their top five issues/concerns that they want to resolve before the end of the workshop.

Doran Barnes, Executive Director, and Richard Hasenohrl, Director of Finance, briefly reported that Fiscal Year 2010 is on budget, and that the U.S. Senate could vote today on the stimulus plan. Foothill Transit could receive \$25 million under the Federal Economic Recovery Program with the provision that it is spent on capital projects, and 50% must be spent on contracts within ninety days following the President's signing of the Bill. Additionally, \$15 million will be received for regular funding for FY 2010, and an additional \$9.6 million will be added as a local match from the City of Industry based on farebox revenue. These amounts total to a potential \$50 million Foothill Transit will have to program.

Richard Hasenohrl reported on the FY 2008-09 and FY 2009-10 estimated actual budget and its operating expense projections. Future funding is uncertain, and operating revenues were lower than the previous year. FY 2010-11 operating revenue and expense projections (\$6 million) were briefly summarized. Mr. Barnes noted the volatility of funding and the need to address potential service reductions and fare increases. A new balanced budget should be completed by June 30, 2010.

Fiscal Year 2010-11 is uncertain due to the downward trend in finances. An accurate Fiscal year projection of funds is difficult. The STA could amount to \$5.5 million. There will be an \$8 million deficit in FY 2011. Expenditures in Service Refinements could total \$1-\$1.5 million, Service Reductions could total \$2-\$3 million, and Fare Increases could total as much as \$1-\$1.5 million. The last time a fare increase occurred profits were increased by only 20 percent. Mr. Barnes added that these are serious factors to consider in the Foothill Transit Business Plan.

George Karbowski, Director of Maintenance and Operations, reported that in 2012 transit agencies are required to decrease carbon emissions by 15%, and procurement of 12 fully-powered electric buses is under consideration to achieve compliance. A brief summary followed of the electric bus concept and its funding via the Economic Recovery Program's proposed public transit monies.

The Workshop recessed at 11:07 a.m.
The Workshop was reconvened at 11:22 a.m.

George Karbowski discussed continuing current service, and explained the next steps for the Wifi Test Project and the intent to expand service to 70 commuter buses. The project's annual fee due on March 19, 2009 is \$72,152. Additional equipment is projected to cost \$500,000, and an annual service fee of \$168,000 is required to fully implement the service. This item will be added to a future Executive Board agenda for further clarification and review.

The Workshop recessed for lunch at 12:05 p.m.
The Workshop was reconvened at 12:55 p.m.

Each item on the list was prioritized and a discussion of each occurred.

Mr. Stark facilitated the discussion of concerns and recommended resolutions; "action plans" for each were developed and recorded (copy on file) on a laptop computer. Staff will follow through on suggestions offered for goals and action plans.

Discussion ensued regarding several areas of concern including customer service, contractor training and attrition, safety/security, service level alignment and school tripper service, Bus Book printing costs, the ability to move bus book data to the internet for customer use, bus fleet replacement, and the use and restrictions of funding under the Economic Recovery Program.

Jaime Becerra, Director of Safety & Security, briefly reported on the Los Angeles County Sheriff's Department (LASD) proposed contract to provide two dedicated full-time officers at a cost of \$400,000. In November, 2008, Foothill Transit recommended contract changes to the LASD, and they in turn provided a new contract but included identical liability language.

Doran Barnes advised that Foothill Transit has benefited from some LASD services provided without cost at transportation facilities, including canine bomb detection services. However, Foothill Transit cannot contract with the Sheriff's Department because of liability issues; nonetheless, he inquired whether the Board would want to adopt a higher level of service than the current non-sworn team.

Foothill Transit's safety officers are not police officers, and therefore cannot make arrests. Repeat offenders cannot be arrested but can receive citations; however, these have not proven to be a deterrent. There is no legal consequence to repeat citations written out to offenders. Ed Gill, Legal Counsel, advised that the City of West Covina has expressed concerns regarding the need to provide suitable security for the proposed Park & Ride facility.

Discussion ensued.

Following further discussion, it was noted that the Executive Board would recommend Public Hearings to the Governing Board for purposes of implementing the proposed service refinements as outlined (copy on file).

The Executive Board offered suggestions and directed staff to develop the proposals for their review concerning the issues raised during the workshop. Staff will present details at the February 19, 2009, Governing Board and Executive Board meeting.

The Workshop was recessed at 2:40 p.m. for Executive Board feedback to the Executive Director.

The Workshop was reconvened at 3:05 p.m.

Following further discussion on Executive Board recommendations, the meeting was adjourned at 3:15 p.m.

Adjournment

There being no further business, the meeting was adjourned at 3:10 p.m.